South Dakota Application for a Marriage Record FALL RIVER/SHANNON COUNTY ROD 906 N RIVER STREET

906 N RIVER STREET HOT SPRINGS SD 57747 605-745-5139

To receive a marriage record you must:

- Choose an ordering method (see Ordering Methods in the instructions).
- Choose the type of identification that you need (see Identification in the instructions).
- Determine what fees apply to your request (see Fees in the instructions).
- Determine if you meet the eligibility requirements (see **Eligibility** in the instructions).

NOTE: If you want to order more than one type of Vital Record (e.g., a birth and marriage record) you need to complete Sections 1 and 2 (and Sections 3 or 4 if applicable) on this form and the **Application for Vital Records Addendum**.

| | Section | on 1 | | | | | |
|---|--|---|--|----------|---|------------------------------|--|
| | CU | CUSTOMER'S FULL NAME STREET ADDRESS (if your mailing address is a PO Box, please include your street address of residence) | | | | | |
| | S T O | | | | | | |
| | M E R | CITY | STATE | ZIP | PHOI | NE NUMBER) | |
| | I understand that by signing this application, the information that I provide is accurate to the best of my knowledge. | | | | | | |
| * | CUSTOMER'S SIGNATURE: Today's Date: | | | | | | |
| | Section 2 | | | | | | |
| | MR | GROOM'S FIRST NAME | MIDDLE NAME | LAST NAM | IE | | |
| | R C R O I R A D | BRIDE'S FIRST NAME | MIDDLE NAME | LAST NAM | LAST NAME PRIOR TO MARRIAGE | | |
| | GE | # OF COPIES (\$15 per copy) | DATE OF MARRIAGE | CITY AND | ÖR COU | NTY OF | |
| | TYPE | OF COPY | RELATIONSHIP - This area must be completed to receive a certified copy | | | | |
| | ☐ Certified ☐ Informational ☐ Self ☐ Child ☐ Grandparent, grandchild over 18 | | | | | hild over 18 or sibling only | |
| Certified Photostatic Informational Photostatic Current Spouse Guardian Des | | | | | Designated Agent (Please complete section 4) Funeral Director, Attorney or Physician Personal or Property Right | | |
| Section 3 | | | | | | | |
| , | MAIL govern | MAIL APPLICANTS ONLY - Applicants who are applying by mail must submit EITHER a clear copy of a government issued photo ID that contains the applicant's signature OR submit a notarized application. | | | | | |
| | Subsc | scribed to and sworn before me this (date): | | | | | |
| | | nature of Notary Public: | | | | SEAL | |
| | Му со | commission expires: | | | | | |
| Section 4 | | | | | | | |
| | DESIGNATED AGENTS ONLY - The individual who is designating an agent to collect their record must complete this section and have their signature notarized. | | | | | | |
| | l, | after being duly sworn upon oath, | | | | | |
| | do here by authorize to act as my SEAI designated agent to obtain certified copies of vital records. | | | | | | |
| | Signa | ure of person designating an agent: | | | | | |
| | Subsc | scribed to and sworn before me this (date): | | | | FOR OFFICE USE ONLY | |
| Signature of Notary Public: | | | | | | | |
| My commission expires: | | | | | | 7 | |

VITAL RECORD APPLICATION INSTRUCTIONS

To receive a marriage record you must:

- 1. Choose an ordering method (see Ordering Methods).
- 2. Choose the type of identification that you need (see Identification).
- 3. Determine what fees apply to your request (see Fees).
- 4. Determine if you meet the eligibility requirements (see Eligibility).

NOTE: If you are ordering multiple types of vital record (e.g., a birth and marriage record) you need to complete Sections 1 and 2 (and Sections 3 or 4 if applicable) on this form and the **Application for Vital Records Addendum**.

ORDERING METHODS

Vital Records Requests can be made using the following methods:

- Internet orders at <u>www.vitalchek.com</u> with a credit card. An additional fee of \$11.50 for expedited processing applies if you choose this method.
- Telephone orders at (605) 773-4961. An additional fee of \$11.50 for expedited processing applies if you choose this method.
- Mail orders may be sent to FALL RIVER/SHANNON COUNTY ROD
 Requests made via mail must submit: a completed application form, the appropriate fees and proof of identity
 as described below. Please mail requests to the address listed in the upper right portion of the South Dakota
 Application for a Marriage Record.
- In-Person requests can be processed at any South Dakota county Register of Deeds office or at the State Vital Records Office. Please be ready to provide proof of your identity as outlined below in the Identification section, pay the appropriate fees and complete this application form.

IDENTIFICATION

Applicants who are applying by mail must EITHER submit a clear copy of a CURRENT government issued photo ID that contains the applicant's signature OR have a notary public notarize their signature on Section 3 of the application. No government issued ID? You must send a clear photocopy of any two of the following:

Social Security Card Utility bill with current address Bank statement with current address Pay stub (must include your name, social security number and the name and address of the business) Car registration or title with current address

FEES - Payment should be made in the form of a check or money order to FALL RIVER/SHANNON COUNTY ROD

Certified or informational copy of a Marriage Record or a certified or informational notification of a record searched......\$15 per record Expedited processing fee (phone or internet requests only).....\$11.50 in addition to \$15 per record

ELIGIBILITY

By state law, vital records are not open for public inspection. Vital records may be issued in the form of a certified or an informational copy. Only certain individuals are eligible to obtain a certified copy of a vital record (see below to determine if you qualify). Not qualified to receive a certified copy of a vital record? Any person who submits an application and the applicable fee can obtain an informational copy of a vital record.

Certified Copies

The record will be computer generated, issued on security paper with a raised seal and have the signature of the issuing agent. Individuals eligible for a certified copy are the following:

Self
Current Spouse, Child
Parent, Guardian - If guardian, please submit
documentation of your legal guardianship.
Next of Kin - Grandparents, grandchildren over 18
and siblings only
Attorneys, Physicians or Funeral Directors acting on behalf of the family

Designated Agent - Someone given the authority by another individual to obtain a vital record on his or her behalf must complete Section 4.

Personal or Property Right - A right to the record not included in the categories above. Please submit documentation of the right with your application.

Informational Copies

These copies will be issued on plain paper and contain the statement 'For Informational Purposes Only. Not for Legal Proof of Identification.' An informational copy will not contain a raised seal or the signature of the issuing agent.

Photostatic Copies (Certified or Informational)

This record is a photo copy of the original. These records may be requested if the computer generated copy does not contain the information needed. Generally, these copies are intended for genealogy purposes. They can be issued certified for legal purposes or informational.